Supervisor/Time Approver Tracking Procedures for NEA2SPR and NEA2SPE

Purpose: The purpose of the NEA2SPR and NEA2SPE forms is to designate and track the supervisor of each employee and the supervisor's association with the employee -- as a Supervisor and/or a Timesheet Approver.

Background, Definitions, and Assumptions:

Position Description (UAKjobs) Definitions:

- **Lead**: Provides day-to-day guidance, training, and direction for staff in addition to other duties. Regularly assigns and reviews work. Is fluent in assigned area of responsibility.

- **Supervisor**: Hires, trains, evaluates performance, and initiates or effectively recommends corrective actions.

- **Alaska Administrative Code Definitions**:
  - 8 AAC 97.990. Definitions. (a) In this chapter (5) "supervisory employee" means an individual, regardless of job description or title, who has authority to act or to effectively recommend action in the interest of the public employer in any one of the following supervisory functions, if the exercise of that authority is not merely routine but requires the exercise of independent judgment: employing, including hiring, transferring, laying off, or recalling; discipline, including suspending, discharging, demoting, or issuing written warnings; or grievance adjudication, including responding to a first level grievance under a collective bargaining agreement;
**Supervisor & Time Approver Tracking Assumptions**

1. “Employee” refers to an active employee with an active job, identified by their ID, PCN, and Suffix. Supervisors and time sheet approvers are tracked separately for each active job assigned to an employee.
2. “Supervisor” and “Time Sheet Approver” each refer to a specific person and position, identified by their ID, PCN, and Suffix.
3. Each employee must always have a supervisor and a time sheet approver.
4. An employee’s time sheet approver may be different from the supervisor.
5. No inherent relationship exists between an employee’s supervisor and timesheet approver; the data for each will be tracked and maintained separately.
6. All supervisor and timesheet approver data changes will be effective-dated.
7. An employee will have only one supervisor during a specific effective date period.
8. An employee will have only one time sheet approver during a specific effective date period.
   a. Any exceptions will be handled in the Web Time Entry Process rather than the Supervisor Tracking forms.
9. No supervisor/timesheet approver data entry is required when an employee terminates. The employee’s termination date listed in the Banner forms can be used to determine when the supervisor/time approver affiliation ended.
10. When a supervisor and/or timesheet approver terminates, all employee entries attached to the record must be assigned to a new supervisor and/or time approver.
11. The user is responsible for verifying that the correct supervisor and time approver are entered for an employee; the Supervisor Tracking forms can only validate that the supervisor/time approver is a valid employee.
NEA2SPR Procedures for
Entering New Supervisor Data and Querying Employees by Supervisor

NEA2SPR Form Purpose:
This Banner form is used to enter employees for a supervisor and timesheet approver record, to transfer one or more employees from one supervisor/timesheet approver to another, and/or to enter supervisor/timesheet approver data into the Banner database.

To enter the initial supervisor assignment(s), refer to the “Quick Add Option” procedures on page 7.

To transfer a group of employees from one supervisor/approver to a new supervisor/approver, refer to the “Inherit Supervisor Option” procedures on page 12.

NEA2SPR Form Entry
Login to Banner PROD and type NEA2SPR in the Direct Access (Go To…) field. Hit Enter.
ID: Enter the Supervisor’s ID.

Position: Enter the appropriate Position/Suffix combination for the supervising job assignment, or perform a search by selecting the down arrow next to the fields.

Query Date: Enter the appropriate Query Date; this date will default into the Effective Date field for any employee records entered in the next block.

Proceed to the next block (Ctrl+Page Down or select ).

Employees Listed Below: Employees who report to the supervisor/approver are listed in alphabetical order by Effective Date. You may need to change the query date if you would like to see previous supervisors/approvers for the employees.

If no data appears in the block, no employees have been assigned to this individual’s record as of the query date, and/or any employees reporting to the individual have terminated as of the query date.

Effective Date: Enter the new effective date (or use the default date) for any new employee entries for this supervisor/timesheet approver.

ID (Employee): If you know the employee’s ID, enter the value in the ID field. If not, query the ID by clicking on the arrow at the top of the ID column. The Employee Search Form (POIIDEN) will appear. Enter the query data for employee. You may retrieve the employee’s data by double-clicking on the ID field.

Name: The employee’s name will default once the ID is entered/inserted.

Posn/Suff: The values will default into the fields if the employee has just one active job assignment. If the values do not default in the fields, perform a search by clicking on the down arrow at the top of the Posn column. The NBJULST form will appear with a list of the employee’s job assignments. Select the appropriate job by double clicking on the record.

Title: The Banner system title will default from the Posn/Suff selected.
Check the appropriate boxes:

**Sup:** if the employee entered is supervised by this supervisor, and/or

**Time:** if the supervisor is the primary time sheet approver for the employee entered

You may arrow down to a blank line and enter additional employees if necessary. After completing your entries, select **Save** (F10 or click ).

**Deleting an Employee Record**

If you add the wrong employee to a supervisor’s record in error, select the employee record and then **Remove Record** (Shift+F6 or click ). You can only delete an employee record if the effective date is not prior to employee’s last paid date.
Quick-Reference Guide

Adding Individual Employees to a Supervisor

1. Go to : NEA2SPR
2. Enter the Supervisor’s ID
3. Enter Supervisor’s Position Number (click down arrow to search – double click to retrieve)
4. Next Block (Ctrl+Page Down)
5. Arrow down to blank line or insert record (F6)
6. Enter effective date – query date will default into field; change if appropriate
7. Enter Employee’s ID; the name and position/suffix (if only one active job exists) will default
8. If Position/Suffix do not default, click down arrow to search -- double click to retrieve the appropriate PCN/Suffix combination
9. System defaults with both “Sup” and “Time” checked; uncheck fields as appropriate
10. Save (F10)

*If you add an employee to a supervisor’s record in error, select the employee record and then Remove Record (Shift+F6 or click ![_cancel.png](https://example.com/cancel.png)). You can only delete an employee record if the effective date is not prior to employee’s last paid date.*
NEA2SPR - Quick Add Option

Purpose:
To load initial employee data into the Banner NEA2SPR form, particularly if the majority of the employees in
the TKL are reporting to one supervisor/timesheet approver.

ID: Enter the Supervisor's ID.

Position: Enter the appropriate Position/Suffix combination for the supervising job assignment.

Query Date: Enter the appropriate Query Date; this date will default into the Effective Date field in the
employee records entered in the next block.

Proceed to the next block (Ctrl+Page Down or select).

Employees Listed Below: Employees who report to the supervisor/timesheet approver are listed in
alphabetical order by Effective Date.

If no data appears in the block, no employees have been assigned to this individual’s record as of the query
date, and/or any employees reporting to the individual have terminated as of the query date.

From the Options menu, select Quick ADD.

The Quick Add Parameters window will appear.

Effective Date: The field defaults with the Effective Date (the Query Date you entered). You may change this
to be the date you want the supervision to be effective.
TKL: Enter the Timekeeping Location (T###) for the department staff members you will be entering for this supervisor/timesheet approver.

Check All: Optional. Clicking this checkbox will select both the Sup (Supervisor) and Time (Time Approver) check boxes.

Sup: Optional. Select if all or most of the employees from the TKL will report to the supervisor entered. You may change (uncheck or check) individual employee records in the next step).

Time: Optional. Select if all or most of the employees from the TKL will report to the time approver entered. You may change (uncheck or check) individual employee records in the next step).

Click OK.

The following Quick Add NEA2SPR form will appear listings all of the employees in alphabetical order for the TKL entered.

On the right-hand side of the screen, note the Sup (supervisor) checkbox, Time (timesheet approver) checkbox, and the Both button.

For every employee who reports to the supervisor, select the Sup box. Select the Time box if the individual approves the employee’s timesheet. As a convenience, clicking the Both button will check both the Sup and
Time boxes. If you check the wrong boxes before saving the form, simply uncheck the erroneous boxes or click the Both button again to uncheck both boxes.

**Note:** You may enter only one supervisor and one timesheet approver per employee per Position/Suffix combination. Watch for errors/warnings at the bottom left hand corner of the screen. Refer to page 17-18 for possible error/warning messages.

Once you have completed checking/unchecking the appropriate boxes, click OK.

**Note:** On the Quick Add form, the Effective Date reflects the last paid date on which an employee record can be added to a supervisor/time approver record. Regardless of the query date you enter, the form automatically populates the Effective Date with the earliest possible date for the system (taking the last paid date into account). Changes for previous pay periods are not allowed in this form.

If an employee’s Effective Date was changed by the form according to the employee’s last paid date in Banner, the following warning box will appear. For example, if an effective date entered on the form is earlier than the employee's last paid date, the system will be change the effective date to be one day after the employee’s last paid date in Banner.

If appropriate, click Cancel to go back to the form and uncheck specific boxes for the desired employees.

Click OK to accept the adjusted effective date change(s). You will be returned back to the NEA2SPR Supervisor Form.

The new data entered through the Quick Add form will be applied and saved in the NEA2SPR form.
Deleting an Employee Record
If you add an employee to a supervisor's record in error, select the employee record and then Remove Record (Shift+F6 or click ). You can only delete an employee record if the effective date is not prior to employee's last paid date.
Quick-Reference Guide

NEA2SPR - Initial Employee Load Using Quick Add

1. Go to : NEA2SPR

2. Enter the Supervisor’s ID

3. Enter Supervisor’s Position/Suffix (click down arrow to search – double click to retrieve)

4. Next Block (Ctrl+Page Down)

5. From the Options menu, select Quick Add

6. Enter the Effective Date on which the supervision will begin

7. Enter the TKL for the subordinate employees

8. To default with either Sup (supervisor) or Time (timesheet approver) selected for all employees, check the appropriate box(es)

9. Select OK

10. Review the employee listing and check/uncheck boxes as necessary; select individually or use the Both button to select both

11. Select OK

12. Records will automatically be applied and saved in the NEA2SPR form

*If you add an employee to a supervisor’s record in error, select the employee record and then Remove Record (Shift+F6 or click ). You can only delete an employee record if the effective date is not prior to employee’s last paid date.*
**NEA2SPR - Inherit Supervisor Option**

**Purpose:**
To transfer one or more employees from one supervisor/timesheet approver record to a new supervisor/timesheet approver record.

**ID:** Enter the new Supervisor’s ID.

**Position:** Enter the appropriate Position/Suffix combination for the supervising job assignment.

**Query Date:** Enter the appropriate Query Date; this date will default into the Effective Date field for any employee records entered in the next block.

**Proceed to the next block (Ctrl+Page Down or select \( \mathcal{\text{Next}} \)).**

**Employees Listed Below:** Employees who report to the supervisor/timesheet approver are listed in alphabetical order by Effective Date. You may need to change the query date if you would like to see previous employees who were supervised by this employee.

If no data appears in the block, no employees have been assigned to this individual’s record as of the query date, and/or any employees reporting to the individual have terminated as of the query date.

From the **Options** menu, select **Inherit From Another Supervisor**.
The Inherit From Another Supervisor window will appear.

**New Supervisor Effective Date:** Defaults with Effective Date from your original query. You may change this to be the date on which you want the supervision to be effective.

**Prior Supervisor Query Date:** Defaults with the same Effective Date from your original query. However, you may want to use an earlier date to make sure your results include data when the previous supervisor was active in the position (e.g., if a lapse of time has occurred before entering the transfer of the staff from one supervisor/timesheet approver to another).

**Prior Supervisor ID:** Enter the previous supervisor’s ID or perform a search by selecting the down arrow next to the field.

**Prior Supervisor Position/Suffix:** Enter the previous supervisor’s Position and Suffix, or perform a search by selecting the down arrow next to either field.

Click **OK**.

The Quick Add NEA2SPR form appears with an alphabetical listing of the previous supervisor’s employees. On the right-hand side of the screen, note the **Sup** (supervisor) checkbox, **Time** (timesheet approver) checkbox, and the **Both** button.

For every employee who reported to the previous supervisor, the supervisor’s responsibilities will be marked as appropriate in the **Sup** and/or **Time** boxes.
Check/uncheck the **Sup** and **Time** fields, as appropriate, for the new supervisor’s responsibilities.

Click **OK**. The employee records will be transferred from the old supervisor to the new supervisor.

**Note:** Review the lower left-hand corner of your screen for possible errors/warnings; refer to pages 17-18 for a listing of possible messages.

If a selected employee has another current supervisor or timesheet approver as of the effective date, an error message will appear at the bottom-left of the form after you select **OK**. The form will also highlight (jump to) the specific employee record with the error. The error message will note whether the error is due to an existing supervisor or timesheet approver record.

If you need to view the specific employee’s record, you can view it by selecting the **Options** menu and then clicking on **View Employee’s Supervisors [NEA2SPE]**.

**Note:** Some employees may not have either a **Sup** or **Time** box checked; these employees may be affiliated with another supervisor or timesheet approver. Refer to the Supervisor Error Report (NER2SER) to verify whether an employee already has a **Supervisor** or Timesheet Appover setup in Banner; instructions for the report begin on page 31.
Correct any errors and select OK.

You will be returned to the NEA2SPR form, which will display the listing of the employees applied to the new supervisor’s record.

**Deleting an Employee Record**
If you added an employee to a supervisor’s record in error, select the employee record and then Remove Record (Shift+F6 or click ). You can only delete an employee record if the effective date is not prior to employee’s last paid date.
Quick-Reference Guide

Inherit Employee From Another Supervisor

1. Go to : NEA2SPR

2. Enter the new Supervisor’s ID

3. Enter the Supervisor’s Position/Suffix (use drop-down arrow to search – double click to retrieve)

4. Next Block (Ctrl + Pg Down)

5. From the Options menu, select Inherit from Another Supervisor

6. Enter the Effective Date on which the supervision will begin

7. Enter Prior Supervisor’s Effective Date (make sure it is a date during the supervisor’s active assignment)

8. Enter the Prior Supervisor’s ID

9. Enter the Prior Supervisor’s Position/Suffix

10. Select OK

11. Review the employee listing and check/uncheck boxes as necessary

12. Select OK

13. Employee records will automatically be applied and saved in the New Supervisor’s record

*If you add an employee to a supervisor’s record in error, select the employee record and then Remove Record (Shift+F6 or click [ ]). You can only delete an employee record if the effective date is not prior to employee’s last paid date.*
NEA2SPR - Possible Errors and Warnings

When rolling out of the key block:

- *ERROR* Supervisor ID must be entered.
- *ERROR* Supervisor position must be entered.
- *ERROR* Supervisor suffix must be entered.
- *ERROR* Query date must be entered.
- *ERROR* Supervisor job does not exist.
- *WARNING* Query date is prior to supervisor job begin date of <date>.
- *WARNING* Supervisor job is terminated as of query date.

When leaving the Position field in the key block, detail block, or “Inherit…” parameters block:

- *ERROR* Position is invalid.

When leaving a record:

- *ERROR* Effective date must be entered.
- *ERROR* Employee ID must be entered.
- *ERROR* Employee position must be entered.
- *ERROR* Employee suffix must be entered.

When saving a record in the detail block, “Quick Add” window, or “Inherit…” window:

- *ERROR* Effective date must be entered.
- *ERROR* Employee ID must be entered.
- *ERROR* Employee position must be entered.
- *ERROR* Employee suffix must be entered.
- *ERROR* Supervisor ID must be entered.
- *ERROR* Supervisor position must be entered.
- *ERROR* Supervisor suffix must be entered.
- *ERROR* Supervisor or Timesheet Approver must be selected.
- *ERROR* Employee job does not exist.
- *ERROR* Supervisor job does not exist.
- *ERROR* Employee ID and Supervisor ID are the same.
- *ERROR* Effective date is prior to employee job begin date of <date>.
- *ERROR* Effective date is prior to supervisor job begin date of <date>.
- *ERROR* Employee job is terminated as of effective date.
- *ERROR* Supervisor job is terminated as of effective date.
- *ERROR* Effective Date is on or prior to employee job last paid date of <date>.
- *ERROR* A supervisor record already exists for this employee, position and effective date.
- *ERROR* A timesheet approver record already exists for this employee, position and effective date.
When deleting a record:

- *ERROR* Record not found.
- *ERROR* Effective Date is on or prior to employee job last paid date of <date>.

When selecting “Quick Add” or “Inherit…” from the Options menu:

- *ERROR* You are running with a query only role, this function is not allowed.
- *ERROR* Please save records before continuing.

When selecting “View Supervisor Effective Dates” from the Options menu:

- *ERROR* No supervisor records found.

When leaving the TKL field on the “Quick Add” parameter window:

- *ERROR* TKL is invalid.

When submitting the “Quick Add” parameter window:

- *ERROR* Effective date must be entered.
- *ERROR* TKL must be entered.

When submitting the “Inherit Supervisor” parameter window:

- *ERROR* Effective date must be entered.
- *ERROR* Query date must be entered.
- *ERROR* Supervisor ID must be entered.
- *ERROR* Supervisor position must be entered.
- *ERROR* Supervisor suffix must be entered.
- *ERROR* Effective date is prior to query date.
- *ERROR* Supervisor job does not exist.

When loading the “Quick Add” block:

- *WARNING* The effective dates for some employees have been adjusted to after their last paid date.

When submitting the “Quick Add” block:

- *WARNING* The effective dates for some employees have been adjusted to after their last paid date.
NEA2SPE Entry Procedures for Entering New Supervisor Information by Employee and Querying Supervisors by Employee

NEA2SPE Form Purpose:
To add a new supervisor/timesheet approver to an employee record and/or query who supervises an employee.

**NOTE:** This form is also available through the NBAJOBS and NEA2SPR forms; under the Options menu, select “View Employee’s Supervisors [NEA2SPE].”

NEA2SPE Form Entry
Login to Banner PROD and type **NEA2SPE** in the Direct Access (Go To…) field. Hit Enter.

![Banner PROD interface showing NEA2SPE entry form]

**ID:** Enter the ID or name of the employee.

**Position:** Enter the Position and Suffix numbers for the employee or perform a search by selecting the down arrow next to the fields.

**Query Date:** Enter the appropriate Query Date; this date will default into the Effective Date field for any supervisor/timesheet approver records entered in the next block.
Proceed to the next block (Ctrl+Page Down or select ![Next Page]).

**Supervisors Listed Below:** Supervisors/timesheet approvers of the employee (as of the Query Date entered) are listed in alphabetical order by Effective Date. You may need to enter an earlier query date if you would like to see previous supervisor/timesheet approver information.

To enter a new supervisor record, arrow down to the next blank row

**Effective Date:** Enter the new Effective Date (or use the default query date) on which the supervision of the employee will take effect.

**ID:** Enter the new supervisor's ID; the supervisor name will default.

**Posn/Suff:** The Position/Suff will default if the supervisor/timesheet approver has only one active job. If these fields do not populate, perform a search by selecting the drop-down arrow. The Title will default from
Posn/Suff that is entered or selected.

Check the appropriate boxes:

- **Sup:** if the new entry is supervising the employee, and/or
- **Time:** if new entry is the primary timesheet approver for this employee

**Save** the record (F10 or click )

**Note:** Review the lower left-hand corner of your screen for possible errors/warnings; refer to page 23 for a listing of possible messages for the form.

**Deleting a Supervisor Record**
If you add the wrong supervisor to an employee’s record in error, select the supervisor record and then

**Remove Record** (Shift+F6 or click ). You can only delete a supervisor record if the effective date is not prior to supervisor’s last paid date.
Quick-Reference Guide

Adding Supervisor/Timesheet Approver by Employee

1. Go to : NEA2SPE

2. Enter the Employee’s ID

3. Enter Employee Position and Suffix (click down arrow to search – double click record to retrieve)

4. Change Query date to match supervisor effective date

5. Next Block (Ctrl+Page Down)

6. Arrow down to blank line or insert record (F6)

7. Enter Effective Date – query date will default into field; change if appropriate

8. Enter the Supervisor’s ID; the name and position/suffix (if only one active job exists) will default

9. If Position/Suffix do not default, click down arrow to search -- double click to retrieve

10. System defaults with both “Sup” and “Time” checked, uncheck field(s) as appropriate

11. Save (F10)

If you add the wrong supervisor to an employee’s record in error, select the supervisor record and then Remove Record (Shift+F6 or click ). You can only delete a supervisor’s record if the effective date is not prior to supervisor’s last paid date.
NEA2SPE Possible Errors and Warnings

When rolling out of the key block:
- *ERROR* Employee ID must be entered.
- *ERROR* Employee position must be entered.
- *ERROR* Employee suffix must be entered.
- *ERROR* Query date must be entered.
- *ERROR* Employee job does not exist.
- *WARNING* Query date is prior to employee job begin date of <date>.
- *WARNING* Employee job is terminated as of query date.

When leaving the Position field in the key block or detail block:
- *ERROR* Position is invalid.

When leaving a record:
- *ERROR* Effective date must be entered.
- *ERROR* Supervisor ID must be entered.
- *ERROR* Supervisor position must be entered.
- *ERROR* Supervisor suffix must be entered.

When saving a record:
- *ERROR* Effective date must be entered.
- *ERROR* Employee ID must be entered.
- *ERROR* Employee position must be entered.
- *ERROR* Employee suffix must be entered.
- *ERROR* Supervisor ID must be entered.
- *ERROR* Supervisor position must be entered.
- *ERROR* Supervisor suffix must be entered.
- *ERROR* Supervisor or Timesheet Approver must be selected.
- *ERROR* Employee job does not exist.
- *ERROR* Supervisor job does not exist.
- *ERROR* Employee ID and Supervisor ID are the same.
- *ERROR* Effective date is prior to employee job begin date of <date>.
- *ERROR* Effective date is prior to supervisor job begin date of <date>.
- *ERROR* Employee job is terminated as of effective date.
- *ERROR* Supervisor job is terminated as of effective date.
- *ERROR* Effective Date is on or prior to employee job last paid date of <date>.
- *ERROR* A supervisor record already exists for this employee, position and effective date.
- *ERROR* A timesheet approver record already exists for this employee, position and effective date.

When deleting a record:
- *ERROR* Record not found.
- *ERROR* Effective Date is on or prior to employee job last paid date of <date>. 
Report Processing

Three separate reports for Supervisor/Time Approver tracking can be run and printed/viewed on-demand from the GJAPCTL form in Banner. You have the option to either print the file to a local printer or to view the file in Banner’s GJIREVO form. Instructions for each option are listed in the following pages. A Quick Reference Guide is also available on page 39.

Following the print/view Instructions, specific parameters for each report are available on the pages noted below:

NER2SER - Supervisor Error Report        Page 31
NER2SPR - Dept Supervisors by Supervisor    Page 33
NER2SPE - Department Supervisors by Employee  Page 36

Printing/Viewing Reports - GJAPCTL
Log into Banner. In the Go To… field, type GJAPCTL (or the name of the process/report you want to run). Hit Enter.

In the Process field, type the process/report name (if the field is blank). Select Tab; the process/report title should default into the next field.

Proceed to the Printer Control block by selecting Next Block (Ctrl+Page Down or select ☰ from the top menu).

Printer Control Block
In the Printer: field, a value of “DATABASE” will default. DATABASE will generate a report that you can view online in Banner. If choosing this option, proceed on to the Parameter Values Block section on pages 26-27. To print the report, refer to the procedures in the following text (pages 24-25).

Printer: Enter a valid Banner printer code must be entered in the field. If you know the Banner printer code for your department, you may type it in the field. You may also click on the drop down arrow to search/select from a list of available Banner printers.
In the Printer Validation window, you can search for your printer by entering criteria in front of the % in the Find field and selecting the Find button. Select the printer from the listing and then click OK. The printer code will default into the Printer field.

More on Printer Codes…

- The printer code for your printer can usually be found by locating the label on the physical machine.

- In the Printer Validation window, printer codes ending with an “L” have a default page orientation of landscape; printer codes ending with a “P” have a default page orientation of portrait.

- If you cannot locate your printer in this list, additional help on printer code explanations can be found under the Printing & Reports section of the Banner HR System Docs page at http://www.alaska.edu/hr/hr-procedures/banner-data-entry/.

- If your local printer has not been setup in Banner, a request form can be submitted to OIT. The request form is available on the OIT Banner Printer Support page at https://www.alaska.edu/oit/services/banner-printing-support/. If you need assistance locating your printer code, contact the OIT (Office of Information Technology) Support Center at the email or phone number listed on the web page.
Parameter Values Block

Proceed to Parameter Values by selecting Next Block (Ctrl+Page Down or select \ from the top menu).

Enter the appropriate Parameter Values for the process/report being run.

![Parameter Values Block Diagram](image)

Proceed to the Submission block by selecting Next Block (Ctrl+Page Down or select \ from the top menu).

**Note:** You cannot Save (run) the process until you proceed to the Submission block.

**Save Parameter Set as:** Optional field. Checking this box will save the values you entered in the Parameter Values block for the process; these values will default in the form the next time you enter the Process name in the key block of the form. You can also include a Name for the values entered if you want to save them to use for future processes.

**Note:** The Effective Date entered will be saved if the Save Parameter Set as: option is selected. If so, be sure to verify the Effective Date if the process is used in the future.
Name: Optional. This field may be helpful if you will be running multiple versions of the same report. Be sure to remember the name you create. **Entry in this field requires entry in the Description field.**

Description: Optional field. **If you entered a value in the Name field, then entry in this field is required.**

Submit: Verify that this button is selected.

Select **Save** (F10 or click on the 📄 icon from the top menu).

If you selected to print the report to a specific printer, the report should be sent to the designated printer.

If you selected to view the report in Banner (DATABASE), refer to the bottom left hand corner of the screen to find the process number for the generated report. Make a note of the name and number.

Proceed to the next section, **Viewing the Report - GJIREVO.**
Viewing the Report - GJIREVO

Once you note the process number in **GJAPCTL**, go to the **GJIREVO** form. In the **GJAPCTL** form, you can select **Review Output [GJIREVO]** from the Options menu at the top of the page or exit **GJAPCTL** and enter **GJIREVO** in the **Go to…** field.

If a process was recently run in **GJAPCTL**, the process name and number will auto-populate in the key block of the form. Otherwise, the fields will be blank.

Click on the drop-down arrow next to the **Process** field to search for the appropriate process/report. A window will open listing processes you have saved or recently run.

**File Types**

When a process is run, two files are usually created - a .lis and a .log file. Listed below are descriptions of each file type.

- **.lis**: The report file to view or print.
- **.log**: A system output file that lists the parameter values entered for the process/report. This file can assist with troubleshooting if a .lis file is not generated, as error messages are recorded in the .log file. The .log output only needs to be reviewed if errors are reported. If you only see a .log file, then no .lis report was generated.

**Note:** Reports may take a few minutes to complete. If you receive the following error message, check back in a few minutes to perform another search in the **Processes You Have Saved** window.

```
*ERROR* There is no saved output for the Process Name/Number in the database.
Recrd: 1/1 | ... | «OSC»
```
Select the appropriate report and click **OK**. The process, number, and file name will populate the fields in the key block.

The report will appear in the display window. You may use the scroll bars on the screen to move through the report. You can also move through the report by using the up and down arrow keys on your keyboard.

If you want to print the report output, you can open an html version. From the **Options** menu, select **Show Documents [Save and Print File]**. A window will appear asking if you want to show the file in a browser. Click **Yes**. A secure browser window with the report detail will open.

![Forms dialog box](image)

You have selected to Show File (ner2ser_7407066.log) in a browser. Do you wish to continue?

**Note:** Some or all of the report formatting may be lost or distorted.
Saving/Deleting Reports - GJIREVO

Once the report is displayed in GJIREVO, you have the option to save (print) it or delete it.

Reports run in the DATABASE in GJPCTL are automatically retained in GJIREVO for a period of 14 days. After this period, the reports are purged from the database.

Saving (Printing) Reports
You may also save the report output by printing it as an HTML version. From the Options menu, select Show Documents [Save and Print File]. A window will appear asking if you want to show the file in a browser. Click Yes. A secure browser window with the report detail will open.

Note: Some or all of the report formatting may be lost or distorted.

Deleting Reports
If you want to delete reports in GJIREVO before the file is purged, click on the Options menu and select Delete Output; the appropriate process/report, number, and filename must be displayed in the key block. A window will appear asking if you are sure you want to delete the file.

You may also use the Remove Record button or select the Record menu and then click Remove to delete the report from the database.
NER2SER - Supervisor Error Report

The NER2SER report lists active employees who either do not have a Supervisor or Timesheet Approver assigned as of the specified Effective Date, OR whose supervisor or timesheet approver is terminated as of the specified Effective Date.

Log into Banner. In the Go To… field, type GJAPCTL (or NER2SER). Hit Enter.

In the Process field, type NER2SER. Select Tab; the “Supervisor Error Report” title should default into the next field.

![Supervisor Error Report Dialog Box](image)

Proceed to the Printer Control block; leave DATABASE in the field if you want to view the report in GJIREVO or select the appropriate printer code to print the report.

Enter the following Parameter Values for NER2SER:

- **TKL**: Enter the TKL (T###) for the appropriate department. If multiple TKLs are needed for the report, arrow down to the next blank row at bottom of the Parameters table. Enter a “1” in the Number column, tab to the Parameter Values column, and enter the next TKL value. Continue these steps until all required TKLs are added.

- **Role**: Enter S(S)upervisors, (T)imesheet Approvers, or (B)oth. The report defaults to (B)oth.

- **Effective Date**: Enter the date in a DD-MON-YYYY format. The report will only list employees who are active and DO NOT HAVE a Supervisor or Timesheet Approver assigned as of the Effective Date entered in this field.

- **Lines per page**: Defaults to 55; no entry required.

Proceed to the Submission block. **You must be in this block before you are able to Save (run) the process.**

If you want to save your parameter values, check the Save Parameter Set as: field. You may also include entries in the Name and Description fields.

**Note**: The Effective Date entered will be saved if the Save Parameter Set as: option is selected. If so, be sure to verify the Effective Date if the process is used in the future.
Select **Save** (F10 or click on the 

icon from the top menu).

If printing the report, the output will be sent to the selected printer.

If viewing the report in **GJIREVO**, refer to the bottom left hand corner of the screen to find the process number for the generated data. Make a note of the **name** and **number** to select in **GJIREVO**.

**Report Results - NER2SER**

Employee records with an “E” in the **Sup** column either do not have a supervisor assigned in Banner, or the supervisor is terminated as of the report effective date.

Employee records with an “E” in the **Tim** column do not have a timesheet approver assigned in Banner, or the timesheet approver is terminated as of the report effective date.

If no assignments have been made for the employee, “NONE” is displayed in the ID column for the Supervisor/Timesheet Approver.
NER2SPR - Dept Supervisors by Supervisor “Summary” Report

The NER2SPR report displays active Supervisors/Timesheet Approvers and their associated employees by TKL.

Log into Banner. In the Go To… field, type GJAPCTL (or NER2SPR). Hit Enter.

In the Process field, type NER2SPR. Select Tab; the “Dept Supervisors by Supervisor” title should default into the next field.

Proceed to the Printer Control block; leave DATABASE in the field if you want to view the report in GJIREVO or select the appropriate printer code to print the report.
Enter the following Parameter Values for NER2SPR:

**TKL**: Enter the TKL (T###) for the appropriate department. If multiple TKLs are needed for the report, arrow down to the next blank row at bottom of the Parameters table. Enter a “1” in the Number column, tab to the Parameter Values column, and enter the next TKL value. Continue these steps until all required TKLs are added.

**Role**: Enter S(S)upervisors, (T)imesheet Approvers, or (B)oth. The report defaults to (B)oth.

**Effective Date**: Enter the date in a DD-MON-YYYY format. The report will only list active supervisors and employees with associations that are in place as of the Effective Date entered in this field.

**Lines per page**: Defaults to 55; no entry required.

Proceed to the Submission block. *You must be in this block before you are able to Save (run) the process.*

If you want to save your parameter values, check the Save Parameter Set as: field. You may also include entries in the Name and Description fields.

*Note: The Effective Date entered will be saved if the Save Parameter Set as: option is selected. If so, be sure to verify the Effective Date if the process is used in the future.*

Select Save (F10 or click on the icon from the top menu).

If printing the report, the output will be sent to the selected printer.

If viewing the report in GJIREVO, refer to the bottom left hand corner of the screen to find the process number for the generated data. Make a note of the name and number to select in GJIREVO.

**NEA2SPR Report Results**

The report gives a summary of supervisor/timesheet approver data for an entire department at once as opposed to viewing each record individually in the NEA2SPR form.

For each supervisor/timesheet approver, the employee assigned to that individual in NEA2SPR (as of the effective date entered) is listed to the right. The individual’s affiliation with the employee as a supervisor and/or timesheet approver is noted in the Sup and/or Tim columns by a value of “Y.”

For employees who have not been assigned a supervisor or timesheet approver, “Employees w/o Supervisor or Timesheet Approver” is listed and an “E” is displayed in the Sup and Tim columns.
<table>
<thead>
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<th>TEL ID</th>
<th>Name</th>
<th>Form/Suff</th>
<th>Sup Time ID</th>
<th>Name</th>
<th>TEL</th>
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NER2SPE - Department Supervisors by Employee “Summary” Report

The NER2SPE report displays active employees and their supervisors/timesheet approvers by TKL.

Log into Banner. In the Go To… field, type GJAPCTL (or NER2SPE). Hit Enter.

In the Process field, type NER2SPE. Select Tab; the “Dept Supervisors by Employee” title should default into the next field.

Proceed to the Printer Control block; leave DATABASE in the field if you want to view the report in GJIREVO or select the appropriate printer code to print the report.

Enter the following Parameter Values for the NER2SPE:

**TKL**: Enter the TKL (T###) for the appropriate department. If multiple TKLs are needed for the report, arrow down to the next blank row at bottom of the Parameters table. Enter a “1” in the Number column, tab
to the Parameter Values column, and enter the next TKL value. Continue these steps until all required TKLs are added.

**Role:** Enter S(S)upervisors, (T)imesheet Approvers, or (B)oth. The report defaults to (B)oth.

**Begin Date:** The system defaults to the current date. Enter the beginning effective date in a DD-MON-YYYY format. The report will list active supervisors and employees with associations that are in place as of the begin date entered.

**End Date:** The system defaults to the current date. Enter the ending effective date in a DD-MON-YYYY format if an earlier end date is required.

**Lines per page:** Defaults to 55; no entry required.

Proceed to the Submission block. **You must be in this block before you are able to Save (run) the process.**

If you want to save your parameter values, check the **Save Parameter Set as:** field. You may also include entries in the **Name** and **Description** fields.

**Note:** The Effective Date entered will be saved if the **Save Parameter Set as:** option is selected. If so, be sure to verify the Effective Date if the process is used in the future.

Select **Save** (F10 or click on the icon from the top menu).

If printing the report, the output will be sent to the selected printer.
If viewing the report in GJIREVO, refer to the bottom left hand corner of the screen to find the process number for the generated data. Make a note of the name and number to select in GJIREVO.

**NER2SPE Report Results**
The report gives a summary of employee data for an entire department at once as opposed to viewing each employee record individually in the NEA2SPE form.

For each employee, the assigned supervisor/timesheet approver (as of the effective date entered) is listed to the right. The individual’s affiliation with the employee as a supervisor and/or timesheet approver is noted in the **Sup** and/or **Tim** columns by a value of “Y.”

For employees who have not been assigned a supervisor or timesheet approver, “NONE” is listed in the ID column for the Supervisor/Timesheet Approver and an “E” is displayed in the **Sup** and **Tim** columns.
Quick-Reference Guide

Report Processing

Instructions are the same for all reports: NER2SER, NER2SPR, NER2SPE*

1. Go to: GJAPCTL (or enter the process/report name)

2. Type Report Name in Process field (skip if entered in step 1)

3. Next Block (Ctrl+ Page Down)

4. To Print report: In Printer field, select or type printer code
To View report: In Printer field, leave “Database” text

5. Next Block (Ctrl+ Page Down)

6. Enter TKL (e.g., T330, T995); to enter additional TKLs, arrow down to blank line, enter “1” in number column, tab to Parameter Values column, and enter additional TKL; each TKL must have its own line

7. Role: choose (S)upervisor, (T)imesheet or (B)oth

8. Enter Effective Date (NEA2SPE requires Begin and End Dates) *

9. Lines per Page: Defaults to 55; do not change

10. Next Block (Ctrl+ Page Down)

11. To save your Parameter values, check “Save Parameter Set as”

12. Save (F10) from Submission block to process report (either to printer or DATABASE)

13. View lower left of screen; note process filename and number

14. If viewing report online, choose Options (from menu); select Review Output [GJIREVO]

15. The most recent process and number will default; select the down arrow next to the Process field and select the appropriate .lis report

16. Click OK (if report has not completed, a “no output” error message will appear; wait a few minutes before searching again)

An “E” code in the report indicates an error; either no supervisor or timesheet approver has been entered in Banner or the supervisor/timesheet approver is terminated as of the effective date.